

**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User Manual
Volume 9 (DISMS)**

**Version 2.0
December 18, 2001**

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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DoD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DoD financial and accounting resources, the DFAS's mission is to reduce costs and improve the quality of DoD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DoD. Vendors using EDI for invoicing, benefit from: reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). WInS was developed to provide a cost effective EDI solution to enable small to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a "browser") are required. Once online, a vendor inputs the DFAS web address (<https://ecweb.dfas.mil>) into their browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher/progress pay request to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third party tampering.

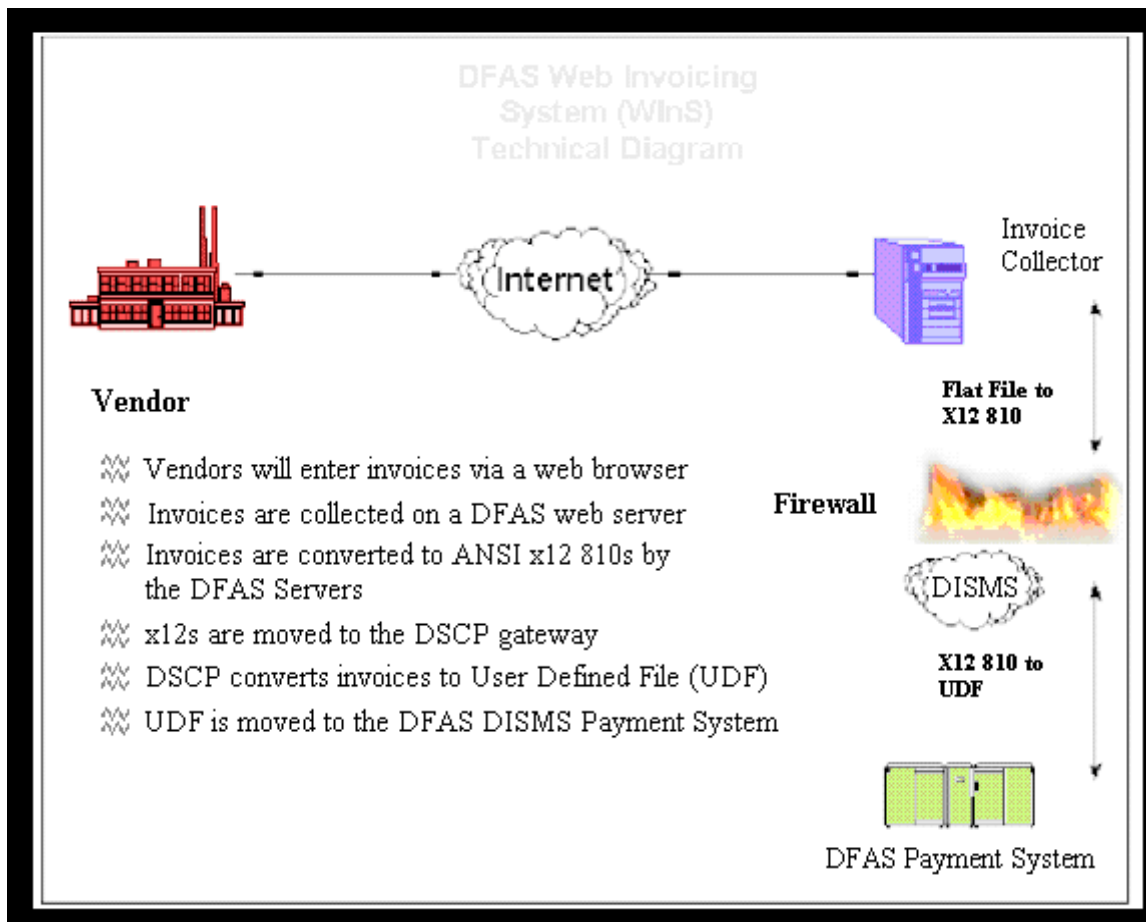


Figure 1a: DFAS Web Invoicing System (WInS) Technical Diagram

DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-3587 or (334) 416-5845 or by electronic mail to ecwebadmin@gunter.af.mil.

Presently, DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), Standard Accounting and Reporting System (STARS), Computerized Accounts Payable System (CAPS) and Integrated Accounts Payable System (IAPS). The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1, below, depicts future DFAS WInS capabilities.

Table 1: Future DFAS Web Invoicing System (WInS) Capabilities

PAYMENT SYSTEM	DoD ORGANIZATION SUPPORTED
USACE	United States Army corps of Engineers
AVEDS	DLA's Energy Supply Center (DESC)

Defense Integrated Subsistence Management System (DISMS)

The Defense Integrated Subsistence Management System (DISMS) pays invoices related to DoD food item procurements. Table 2, below, outlines DFAS paying offices that currently use DISMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use DFAS WInS.

Table 2: DISMS Payment Offices

OFFICE CODE	OFFICE LOCATION
S33150	DFAS Columbus (DFAS-CO-LSCBB)

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DoD.
2. Have delivered products or services to the DoD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates
4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact the WInS System Administrators at (334-416-3587 or 5845).
5. Have a browser that is JavaScript capable. DFAS recommends using Netscape Navigator versions 4.61 or 4.75 or Microsoft Internet Explorer 5.0 and above for WInS.
6. Have knowledge of the Internet and its use.

If using Microsoft Internet Explorer (IE), it is important to do the following to ensure correct use of the system. From IE, select **Tools - Internet Options**. Select the **General** Tab. Then select **Settings**. Here, make sure that IE will check for newer versions of stored pages on every visit to the page. Check the radio button next to this option and be sure to select OK to save the changes. The Settings menu is shown in the following figure. Note: The settings for your browser may be different. Only make the change explained above.

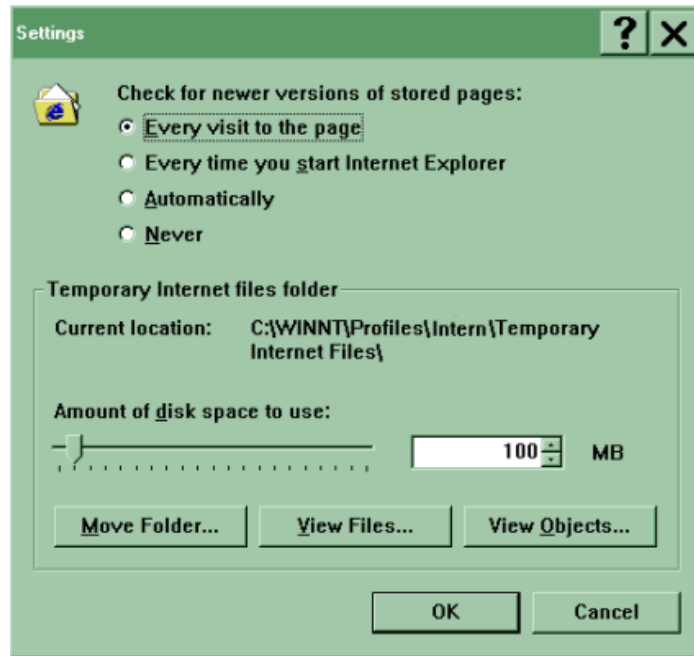


Figure 1b: Microsoft Internet Explorer Settings

If using Netscape, it is important to do the following to ensure correct use of the system. From Netscape, select **Edit - Preferences**. Select the **Advanced** Category. Then select **Cache**. Here, make sure that Netscape will compare document in cache to document on network every time a document is loaded. Check the radio button next to **Every time** and be sure to select OK to save the changes. The **Cache** menu is shown in the following figure. Note: The settings for your browser may be different. Only make the change explained above.

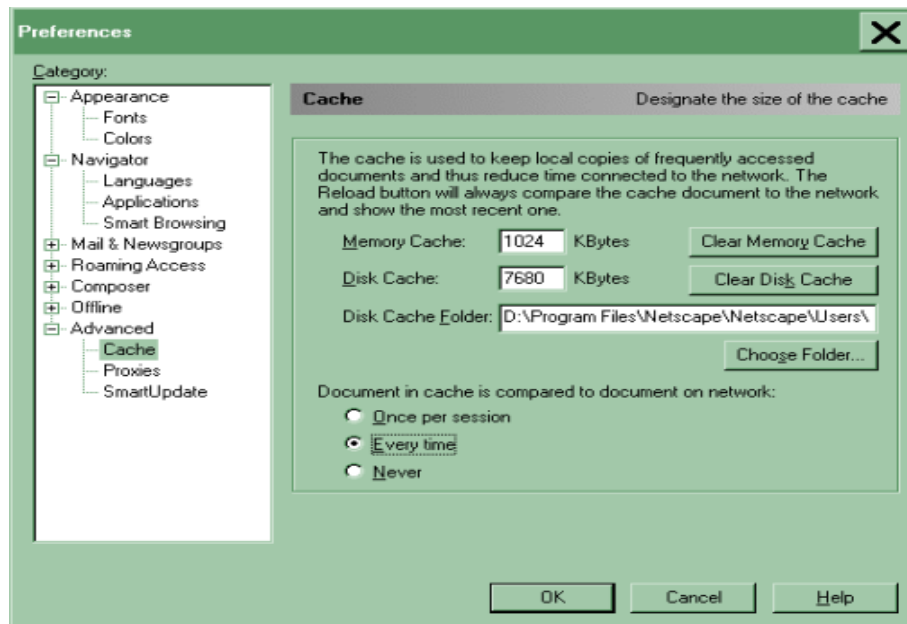


Figure 1c: Netscape Settings

Restrictions: A vendor may not use this application for:

1. Invoices that must be signed by a DoD certifier. For instance, where the Administrative Contracting Officer (ACO) or other DoD official physically must sign the invoice prior to submission to DFAS.
2. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. This startup/test information is accessed by clicking the **Help** button on the **WInS Home Page**.
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** accessed from the **New Account Button** on the **WInS Home Page**.

The DFAS WInS System Administrator will send you a Username and password via email generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management systems and Web browser features that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data

All users should understand these capabilities prior to using the system.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information, should a system failure occur. WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SSL impact on your browser choice.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages, Figure 1d. Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert, Figure 1d. Each WInS Application Screen has a **Help Button**, which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button located on the respective screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 1d depicts an example of a WInS JavaScript Alert. This alert is for the DISMS Invoice Header Screen.

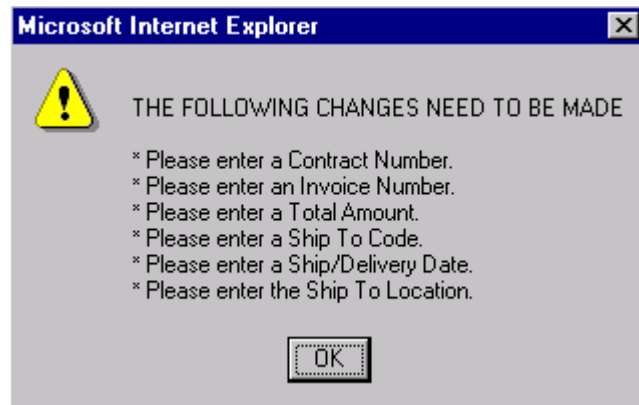


Figure 1d: Example of a DISMS Commercial Invoice Header JavaScript Alert Message

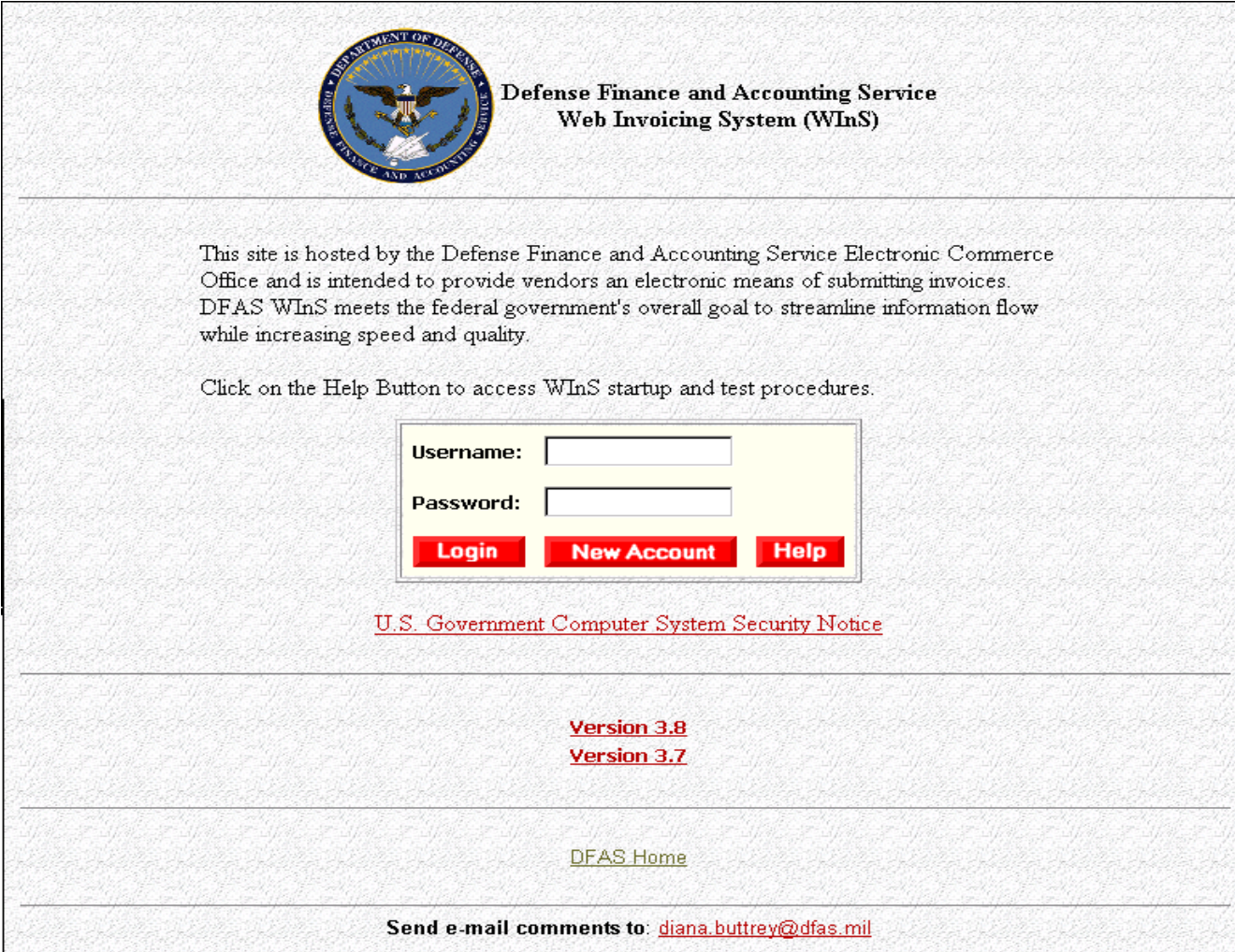
The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.


System Warnings

The DFAS WInS warns you about various inconsistent conditions that exist in your input data. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

2. DFAS Web Invoicing System (WInS) Home Page

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page** (Figure 2). To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens, Figure 4a. The DFAS WInS System Administrator will provide you with your username and password via email, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS. After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.



 **Defense Finance and Accounting Service
Web Invoicing System (WInS)**

This site is hosted by the Defense Finance and Accounting Service Electronic Commerce Office and is intended to provide vendors an electronic means of submitting invoices. DFAS WInS meets the federal government's overall goal to streamline information flow while increasing speed and quality.

Click on the Help Button to access WInS startup and test procedures.

Username:

Password:

Login **New Account** **Help**

[U.S. Government Computer System Security Notice](#)

[Version 3.8](#)
[Version 3.7](#)

[DFAS Home](#)

Send e-mail comments to: diana.buttrey@dfas.mil

Figure 2: DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

The data dictionary for each field on the DFAS WInS Home Page is listed below in Table 3. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

Table 3: DFAS WInS Home Page Field Definitions

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login

The **Login** button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

New Account

The **New Account** button allows a first-time user to register with DFAS for access to one or more available payment systems. Clicking on the **New Account** button directs you to the **New Account Request Form Screen**. A username and password are not required to access the **New Account Request Form Screen** (Section 4). Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen **NOT** by submitting an additional **New Account Request Form**.

Help

The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manuals.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice**, the DFAS Home Page (<http://www.dfas.mil>), and an email address to the DFAS Electronic Commerce Office.

3. WInS Computer System Security Notice Screen

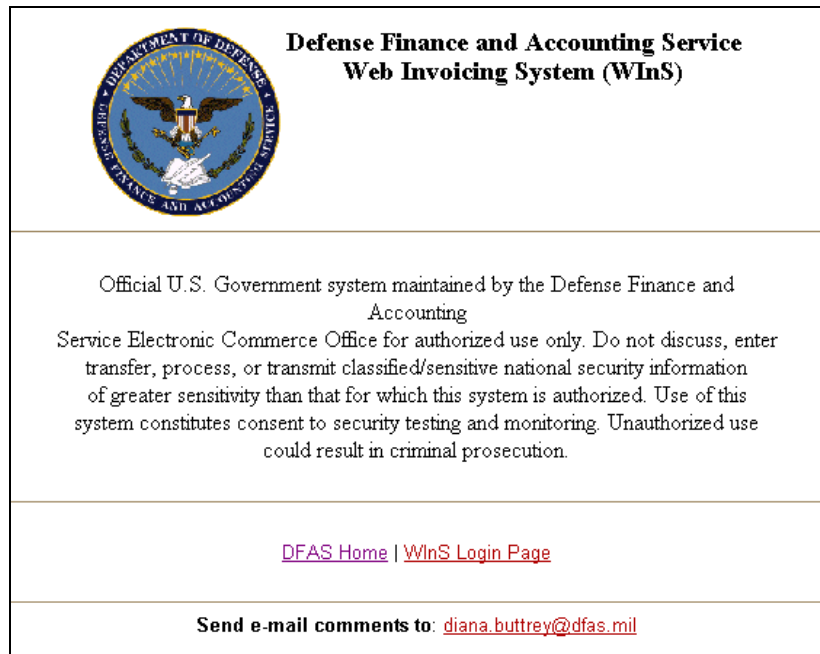


Figure 3: WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) Email address to the DFAS Electronic Commerce Office.

4. New Account Request Form Screen

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Figure 4a) allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. An exception to this is the STARS Payment System. You may request access if you have had active contracts within the preceding six months. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via email usually within two business days of submitting your New Account Request registration.

REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE

☐ [MOCAS](#) ☐ [SAMMS](#) ☐ [STARS](#) ☐ [CAPS](#) ☐ [IAPS](#) ☐ [DISMS](#)

Click on Payment System for Payment Offices for the system

NEW ACCOUNT REQUEST FORM

* Company Name

* First Name

* Last Name

* Cage Code

** Duns/Duns+4 Code

* Address1

Address2

* City

* State

Select One --->

* Country

United States

* Zip Code

* Phone Number

Fax Number

* Email

Interested in batch submission?

No

TACOM WEB_EC direct vendor delivery user?

No

* How did you discover WInS?

(Select One)

* Field is required

** Field is required for STARS, IAPS and CAPS but is optional for others.

You may enter more Cage codes after you click continue

You may enter more Duns codes after you click continue

Continue

Go Back

Figure 4a: New Account Request Form Screen

The MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply check the checkbox for each applicable payment system(s).

Clicking on a payment system displays the system's payment offices. Again, only select payment systems for which you have active contracts (except STARS). If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen**. Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 4, below, lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

Table 4: New Account Request Form Screen Field Definitions

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'I' or 'O')
DUNS/DUNS +4 Code	DUNS Code (Required for STARS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
State		Vendor	Mandatory	Select from list
Country		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WInS Batch Layouts and supporting notes.	Vendor	Optional	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WInS	Vendor	Optional	Select 'Yes' or 'No'

The Continue and Go Back Buttons

Continue

The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4c).

Go Back

The **Go Back** button directs you to the **DFAS WInS Home Page**.



Figure 4b: Vendor CAGE Code / DUNS Code Selection Screen

The first option, **Click here to Enter Cage Codes**, directs you to the **Vendor CAGE Code Registration Screen** (Figure 4c). Additional Cage Codes may be entered from this screen as necessary.

The second option, **Click here to Enter DUNS Codes**, directs you to the **Vendor DUNS Code Registration Screen** (Figure 4d). Additional DUNS Codes may be entered from this screen as necessary.

The Continue Button

Continue The **Continue** button submits the **New Account Request** to DFAS WInS for MOCAS, SAMMS, CAPS, IAPS, and/or DISMS only requests. If the **New Account Request** contains a STARS Payment System access request, the **Continue** button directs the user to the STARS Contract Data Screen. Otherwise you will be directed to the **Account Request OK screen** (Figure 4e). For more information on STARS requests for new accounts and their method of submission please refer to the STARS user manual.

VENDOR CAGE CODES

Cage Code

Add
Clear
Go Back

Cage Code	Status	Delete
6D623	New	Delete

Figure 4c: Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Go Back Buttons

Add The **Add** button adds the CAGE Code to the initial registration.

Clear The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.

Go Back The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Delete** hyperlink allows an individual CAGE Code line item to be deleted. At least one Active CAGE Code must remain on the **CAGE Code Registration Screen** before deleting other CAGE Codes. (CAGE Code status of “New” will change to “Active” by the system)

VENDOR DUNS CODES

Duns Code

Add
Clear
Go Back

DUNS Code	Status	Delete/UnDelete
022589691	New	Delete

Figure 4d: Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Go Back Buttons

Add The **Add** button adds the DUNS Code to the initial registration.

Clear The **Clear** button clears data from the DUNS Code data field before it has been added to the Vendor Information database.

Go Back The **Go Back** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Delete/** hyperlink allows an individual DUNS Code line item to be deleted.

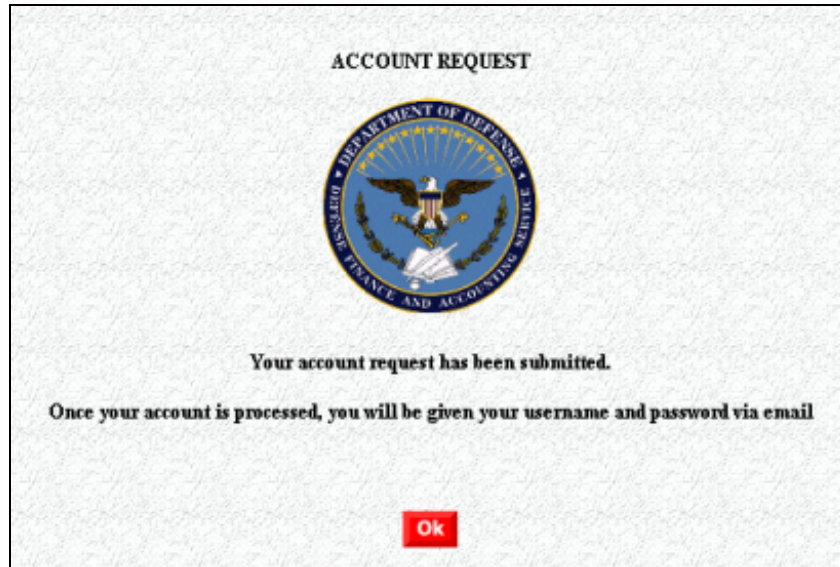


Figure 4e: Account Request OK Screen

The OK Button



The **OK** button directs you to the **DFAS WInS Home Page**.


Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *1, Overview, Procedures, and Steps 1 and 2*, for testing procedures.

5. WInS Invoice Entry Warning Notification Screen

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers. You will also receive this incomplete invoice/voucher/PPR information via email as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

WInS Invoice Entry Notification

The following invoices were not completed or could not be processed. Please resubmit these invoices. An email will also be sent to you to confirm this error. Listed below is the available invoice data from the incomplete invoices. If you have any questions please contact the administrator at ecwebadmin@gunter.af.mil

**INCOMPLETE DISMS INVOICES (1)**

(These invoices may be modified in the View Log section of the application)

Invoice Number	Invoice Date	CAGE Code	Contract Number	Delivery Order/Call Number	Total Amount
KLOG001	10/11/2001	0X0X0	SP030001DZ123	0044	725.00

Figure 5: WInS Invoice Entry Notification Warning Screen

Continue

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen**.

6. WInS Payment System Picklist Screen

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request.

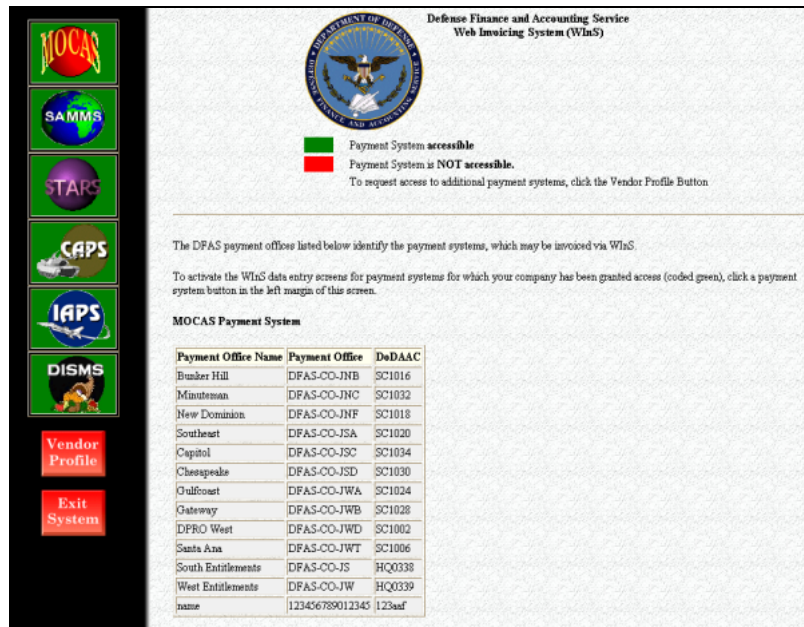
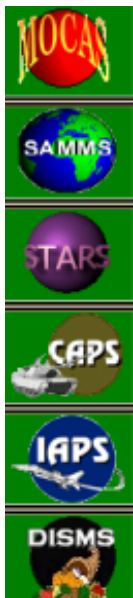


Figure 6: WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS) as shown in Figure 6 above. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.



The MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Buttons

The MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons

A red rectangular button with the text "Vendor Profile" in white, stacked vertically.

The **Vendor Profile** button directs you to the **Vendor Information Screen** (Figure 7) where you may change your vendor registration information, to include changing your company information, your password, or request access to additional DFAS payment systems.

A red rectangular button with the text "Exit System" in white, stacked vertically.

The **Exit System** button directs you to the **WInS Home Page**.

7. Vendor Information Screen

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username, which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this email message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. The **Account Status** column indicates the status of your account for each payment system. You may request access to additional DFAS payment systems serviced by WInS by clicking on the appropriate hyperlink in the Account Status column of the desired payment system.

Company:	DFAS Vendor
First Name:	Karan
Last Name:	Seyford
Address 1:	1931 Jefferson Davis
Address 2:	Room 201
City:	Arlington
State/Territory:	Virginia
Country:	United States
Zip:	22240
Phone:	(703) 607-2776
Fax:	(703) 607-0128
Email:	karan.seyford@dfas.mil
Interested in batch submission?	Yes
TACOM WEB_EC direct vendor delivery user?	No
USERNAME:	tecolate
PASSWORD:	
CONFIRM PASSWORD:	

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

Click [here](#) to view/edit your STARS contract and invoice certification information

System	Payment Offices	Account Status
MOCAS	Offices	You have access
SAMMS	Offices	You have access
STARS*	Offices	You have access
DISMS*	Offices	You have access
CAPS*	Offices	You have access
LAPS*	Offices	You have access

* Please click link in System column above to view your access to individual modules.

[Update](#) [Reset](#) [Go Back](#)

Figure 7: Vendor Information Screen

Vendor Information Screen Field Definitions

The description for each data field on the **Vendor Information Screen** can be referenced in Table 5. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

Table 5: Vendor Information Screen Field Definitions

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State		Vendor	Mandatory	Alphanumeric
Country		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WInS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric
Confirm Password		Vendor	Mandatory	Alphanumeric

8. DISMS Invoice Header Screen

The **DISMS Invoice Header Screen** is used to manually enter general and summary information concerning a particular invoice. There are two methods for entering a contract number. For first time use of a contract, enter the number in the contract data entry box. For previous WInS invoiced contracts, choose the contract number from the select drop down box. By selecting a Contract Number from the drop down list, the Prime Vendor and Cage Code drop down boxes are pre-filled for you. The remainder of the data fields should be filled in according to their respective data field definitions. Prime Vendor and Non Prime Vendor are two types of invoices that will display slightly different Invoice Header and Invoice Details screens and data requirements. (Figures 8a, 8b, 9a, and 9b). Table 6 details the data field definitions for Invoice Header screen and Table 7 details the data field definitions for Invoice Details screen. The payment office and corresponding DODAAC that this invoice will be submitted to are displayed on the top of the screen in red. Calculated payment due date is displayed if discount information is provided by taking the invoice date and adding the discount days due to that date, otherwise, this data display remains empty.

The screenshot shows the 'DISMS Invoice Header' screen. On the left is a green sidebar with the DISMS logo and buttons for 'View Log' and 'Exit System'. The main area has a light green background with a grid pattern. At the top right, it says 'Invoice Header'. Below that, in red text, is 'Payment Office : DSCP Subsistence DFAS-CO-LSCEBB' and 'DODAAC : S33150'. The form contains several fields: 'CONTRACT NO.*' with a dropdown menu showing 'SP030000DZ123' and an 'or enter here' text box; 'DELIVERY ORDER / CALL NUMBER' with a text box containing '0044'; 'PURCHASE * REQUEST NO.' with a text box containing 'R2182211695225'; 'PRIME VENDOR*' with a dropdown menu showing 'yes'; 'TOTAL \$ *1' with a text box containing '725.00'; 'SHIP TO CODE*' with a text box containing 'R21822'; 'SHIP TO LOCATION*' with a text box containing 'PAUL HAMILTON DDG 60'; 'INVOICE NO.*' with a text box containing 'KLOG001'; 'INVOICE DATE*' with a text box containing '2001/10/11' and a format '(yyyy/mm/dd)'; 'CAGE CODE*' with a dropdown menu showing '1E5G9'; 'TRANSPORT \$' with an empty text box; and 'SHIP /DELIVERY DATE*' with a text box containing '2001/11/26' and a format '(yyyy/mm/dd)'. At the bottom, there are three boxes: 'DISCOUNT PERCENT' and 'DISCOUNT DAYS' (both empty), and 'CALCULATED DUE DATE' (empty). A red asterisk indicates a required field. At the bottom right are buttons for 'Continue', 'Clear', and 'Help'.

CONTRACT NO.*	or enter here	DELIVERY ORDER / CALL NUMBER	INVOICE NO.*	INVOICE DATE*	CAGE CODE*	TRANSPORT \$	SHIP /DELIVERY DATE*
SP030000DZ123		0044	KLOG001	2001/10/11 (yyyy/mm/dd)	1E5G9		2001/11/26 (yyyy/mm/dd)


PURCHASE * REQUEST NO.	PRIME VENDOR*	TOTAL \$ *1	SHIP TO CODE*	SHIP TO LOCATION*
R2182211695225	yes	725.00	R21822	PAUL HAMILTON DDG 60

DISCOUNT PERCENT	DISCOUNT DAYS	CALCULATED DUE DATE

* Required field

Continue Clear Help

Figure 8a: DISMS Invoice Header Screen - Prime Vendor Example



View Log
Exit System

Invoice Header

*Payment Office : DSCP Subsistence DFAS-CO-LSCBB
DODAAC : S33150*

CONTRACT NO.* <small>Select from list</small>	SP030099DZ204	or enter here	
DELIVERY ORDER/ CALL NUMBER		INVOICE NO.*	NPVKLOG
PURCHASE REQUEST NO.		INVOICE DATE*	2001/10/11 <small>(yyyy/mm/dd)</small>
PRIME VENDOR*	no	CAGE CODE*	00100
TOTAL \$ *1 <small>(¹Include Transport \$)</small>	500	TRANSPORT \$	
SHIP TO CODE*	SW3100	SHIP/DELIVERY DATE*	2001/10/31 <small>(yyyy/mm/dd)</small>
SHIP TO LOCATION*	DEFENSE DEPOT MECHANICSBURG		

DISCOUNT PERCENT

DISCOUNT DAYS

CALCULATED DUE DATE

* Required field

Continue
Clear
Help

Figure 8b: DISMS Invoice Header Screen - Non Prime Vendor Example




DISMS Invoice Header Screen Field Definitions

Table 6 lists the data dictionary for each field on the **DISMS Invoice Header Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.



Table 6: DISMS Invoice Header Screen Field Definitions

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
CONTRACT NO.	Contract Number	Contract	Mandatory	Select from list or enter in text box. 13 characters, Alphanumeric. No letter 'I' or letter 'O'
DELIVERY ORDER/CALL NUMBER	Release Number	Contract	Optional	4 characters, Alphanumeric
INVOICE NO	Invoice Number	Vendor	Mandatory	1-8 characters, Alphanumeric
PURCHASE REQUEST NO.	Purchase Order Number	Contract	Conditional (Mandatory for Prime Vendor)	14 characters, Alphanumeric. No letter 'I' or letter 'O'
INVOICE DATE	Invoice Date	WInS Provided/ Vendor	Mandatory	yyyy/mm/dd; Date must be the current or a past date. The current date is populated in the input box.
CAGE CODE	Cage Code	Contract	Mandatory	Select from list
TOTAL \$	Total amount	Vendor	Mandatory	Numeric Real (2)
TRANSPORT \$	Transport amount	Vendor	Optional	Numeric Real (2)
SHIP TO CODE	Ship To Code	Contract	Mandatory	6 characters, Alphanumeric. No letter 'I' or letter 'O'
SHIP/DELIVERY DATE	Shipped Date	Contract	Mandatory	yyyy/mm/dd
SHIP TO LOCATION	Ship To Location	Contract	Mandatory	35 characters, alphanumeric
DISCOUNT PERCENT	Discount Percentage	Vendor	Optional	Numeric (Integer)
DISCOUNT DAYS	Discount Days	Vendor	Optional	Numeric (Integer)
CALCULATED DUE DATE	Discount Net Days	Vendor	Optional	System Generated: Calculated based on Discount Days (Discount Due Date = Current Date + Discount Days Entered)

The Continue, Clear, and Help Buttons


	The Continue button directs you to the DISMS Invoice Details Screen .
	The Clear button clears/deletes all existing entries on the screen.
	The Help button opens the online user help tool for the screen.

The View Log and Exit System Buttons

	The View Log button directs you to the DISMS Submitted Invoices List Screen to view, edit, or print previously submitted invoices.
	The Exit System button exits you from the DISMS entry screen and directs you to the WInS Payment System Picklist Screen .

9. DISMS INVOICE DETAILS SCREEN

The **DISMS Invoice Details Screens** are used to enter line item information for the invoice. Figure 9a below, depicts the **DISMS Prime Vendor Invoice Detail Screen**. Header information carried over from the **DISMS Prime Vendor Invoice Header Screen** (Figure 8a) assists the user by identifying the Invoice Number, Invoice Total, and Transport Total. As line items are added, the line total is dynamically calculated by summing the subtotals of each line (total invoice freight charges + line items) and displayed in read-only format on the detail screen. Additionally, the Calculated Rounded Unit Price for each line total entered will be displayed for each line item in read-only format. Data should be added according to each field's data definition.



Header Summary

INVOICE NO	TRANSPORT \$	TOTAL \$
KLOG001	0.00	725.00

[View Header](#)

PRIME VENDOR INVOICE DETAIL

CLIN*

Price Extended CLIN Amount*

Quantity*

National Stock Number*

Unit of Measure (U/M) Code*

Select U/M from List or Enter Here


* Required field

[Add](#)
[Clear](#)
[Help](#)

CLIN	U/M	QUANTITY	PRICE EXTENDED CLIN \$	SUBTOTAL	DELETE	CALCULATED ROUNDED UNIT PRICE
0001	EA	1	\$125.00	\$125.00	✖	\$125.00
0002	CS	2	\$500.00	\$500.00	✖	\$250.00
DISMS Calculated Total (Line Item(s) + Transport)				\$625.00		

Figure 9a: DISMS Invoice Details Screen - Prime Vendor Example

Header information carried over from the **DISMS Invoice Header Screen – Non Prime Vendor** (Figure 8b) assists the user by identifying the Invoice Number, Invoice Total, and Transport Total. As line items are added, the line total is dynamically calculated by summing the subtotals of each line (total invoice freight charges + line items) and displayed in read-only format on the detail screen. Data should be added according to each field's data definition.



Submit Invoice

Cancel Invoice

Header Summary

INVOICE NO	TRANSPORT \$	TOTAL \$	View Header
NPVKLOG	0.00	500.00	

NON-PRIME VENDOR INVOICE DETAIL

CLIN* Quantity*

Unit Price* National Stock Number*

Unit of Measure (U/M) Code*

Select U/M from List or Enter Here

* Required field

[Add](#)
[Clear](#)
[Help](#)



CLIN	U/M	QUANTITY	UNIT PRICE	SUBTOTAL	DELETE
<u>0001</u>	EA	1	\$50.75	\$50.75	
<u>0002</u>	OT	2	\$179.35	\$358.70	
DISMS Calculated Total (Line Item(s) + Transport)				\$409.45	

Figure 9b: DISMS Invoice Details Screen - Non Prime Vendor Example

DISMS Invoice Details Screen Field Definitions

Table 7 lists the data dictionary for each field on the **DISMS Invoice Details Screen**. Mandatory fields must be completed.

Table 7: DISMS Invoice Details Screen Field Definitions

Field	Definition	Data Source	Data Requirement	Field Type
CLIN	Contract Line Item Number	Contract	Mandatory	4 Numeric CLIN OR 4 Numeric CLIN and 2 Alpha SLIN
Quantity	Quantity	Vendor	Mandatory	Numeric Integer, greater than zero
Unit of Measure (U/M) Code	Unit of Measure	Contract	Mandatory	2 characters, Alphanumeric
Unit Price	Unit Price (Non Prime Vendor only)	Contract	Mandatory	Numeric, two decimal places
Price Extended CLIN Amount	Total CLIN cost (Prime Vendor only)	Contract	Mandatory	Numeric, two decimal places
National Stock Number	National Stock Number	Vendor	Mandatory	13 character Alphanumeric no letter 'O' or 'I'.

The More Products, Add, Clear, Help, and View Header Buttons

Add

After line item information is entered into the data fields, the **Add** Button inserts the data on the data display matrix and resets the data fields.

Clear

The **Clear** Button clears/deletes all existing entries on the screen.

Help

The **Help** button opens the online user help tool for the screen.

View Header

The **View Header** button directs you to the **DISMS View/Modify Invoice Header Screen**. If you change invoice type from Prime Vendor to Non Prime Vendor or Non Prime Vendor to Prime Vendor, you will lose all details previously entered.

To delete a line item, click the corresponding delete icon for the line item you wish to delete. To submit an invoice, you must have entered at least one line item.

The Submit Invoice and Cancel Invoice Buttons

Submit Invoice

The **Submit Invoice** Button submits the invoice to DFAS and directs the user to the **DISMS Invoice Submission Confirmation Screen**.

Cancel Invoice

The **Cancel Invoice** button cancels the active invoice prior to submission to DFAS WInS.

10. DISMS INVOICE CONFIRMATION SCREEN

Once invoice information on both the **DISMS Invoice Header Screen** and the **DISMS Invoice Detail Screen** has been entered and verified as correct, the invoice is submitted to the DFAS WInS by clicking on the **Submit Invoice** button on the **DISMS Invoice Detail Screen**. Upon submittal, the **DISMS Invoice Submission Confirmation Screen** appears as verification.

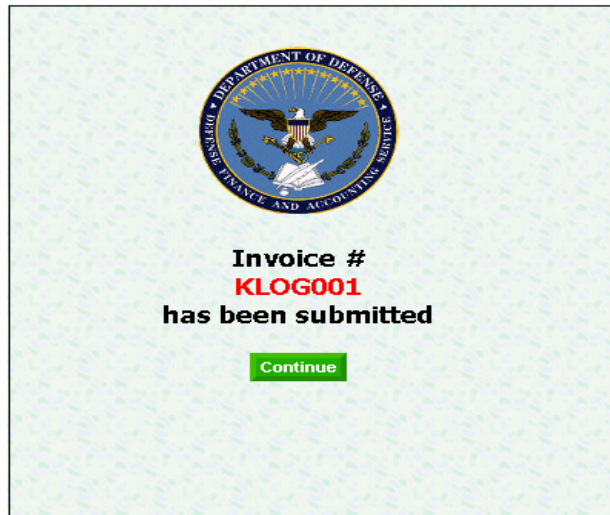



Figure 10: DISMS Invoice Confirmation Screen

The OK Button


 The **Continue** button directs you to the **DISMS Invoice Header Screen**.

11. DISMS VIEW LOG

DISMS View Log Screen allows a user to view a list of all invoices that have been submitted to the DFAS payment system since the last DFAS archiving. DFAS will keep invoices available for a minimum of 120 days from submission. Submitted invoice data may be viewed and printed for all commercial invoices on the list by clicking on the individual Invoice Number, and then clicking on the print button at the bottom of the screen that spawns. The DISMS View Log Screen (Figure 11a) also provides options for deleting invoices, completing and submitting incomplete invoices, and for correcting errors on previously submitted invoices, then allowing re-submission.

The invoice Date/Time is assigned to the invoice when it was last edited by the vendor.

VIEW LOG MODE



SUBMITTED COMMERCIAL INVOICES

Exception Type: ☒ All ☐ Prime Vendors ☐ Non Prime Vendors

Sort Order: ☐ Ascending ☒ Descending

Records: 96

[Help](#) [Go Back](#)

[Clear](#) locked records [View the LOG LEGEND](#)

Search by Invoice Number: [Find](#) [Clear](#)

VPIS

Vendor Pay Inquiry System

[Go](#) [Information](#)

Current Records (1 - 50) [Next 50](#)

Status	Edit	Testing/ Production	Invoice No.	Contract No.	Delivery Order/Call Number	Purchase Request No.	Date Trans.	Delete
	EDIT	Production	KLOG001	SP030001DZ123	0044	R2182211695225	2001/11/26	
	EDIT	Production	NPVLOG	SP030099DZ204			2001/11/26	NO
	EDIT	Testing	TEST2	SP02001M14635			2001/11/26	NO
	EDIT	Testing	TEST1	SP02000DC1697		R34260571200	2001/11/21	NO

Figure 11a: DISMS Submitted Invoice List Screen (View Log)

The DISMS Invoice View Log has two components:

- 1) A View Log Invoice Matrix which displays status information on each submitted invoice
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific invoice for editing, reviewing, or printing

View Log Data Sorting

The topmost box in the DISMS Invoice **View Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. The invoice records default to sort in descending order by invoice date, meaning the most current invoices appear at the beginning of the **View Log**, followed by older invoices. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest invoices are displayed first, then back to descending invoice order. Finally, the user may enter an invoice number in the **Search by Invoice No.** data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's keyboard and WInS will display the requested record(s).

Vendor Pay Inquiry System (VPIS)

The **Vendor Pay Inquiry System (VPIS)** is an application developed for the convenience of contractors doing business with the Department of Defense (DoD). It provides information on invoices submitted against DoD contracts that the Defense Finance and Accounting Service is responsible for paying. VPIS consolidates the data obtained from DFAS Centers and Operating Locations into one central repository which contains all open contracts, plus any payments made within the last 90 days. VPIS contains data from all DFAS paying locations, RAFO Korea, and Ramstein AFB. A vendor may use VPIS to: research the status of a recently filed invoice, determine when payment will be issued, determine if something is lacking for payment processing, obtain information associated with a check received, view contract number, invoices covered, interest or freight included in the payment, tax / discount withheld, or obtain the same background information for an electronic funds transfer (EFT) payment. The user may view information about VPIS by clicking the **Information** button. To go to the VPIS website at <http://www.dfas.mil/money/vendor>, click the **GO** button.

View Log Invoice Matrix

The bottom portion of the **DISMS Submitted Invoices List Screen** is a **View Log Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current invoices (descending order) first. You may view these 50 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 50. First, you may click on the **“Next 50”** button above the Matrix, and records 51 through 100 will appear. The user can continue to click **“Next 50” (101 – 150)** or **“Previous 50” (1 – 50)** to scroll up or down the list of total records. Secondly, the user can select **“Ascending”** sort order and the 50 oldest invoices will be displayed, with the same **Next/Previous 50** options.

The **“Clear** locked records” link is used to push invoices through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons which may be displayed in the **View Log Invoice Matrix** Status Column. The **View the LOG LEGEND** describes the Icons used in the **View Log Invoice Matrix** Status Column.

Status Column

The Status Column of the View Log Invoice Matrix provides important invoice tracking information.

The **View Log Legend**, (Figure 11b) depicts the Status Column Icons accessed by clicking the **View the LOG LEGEND**.

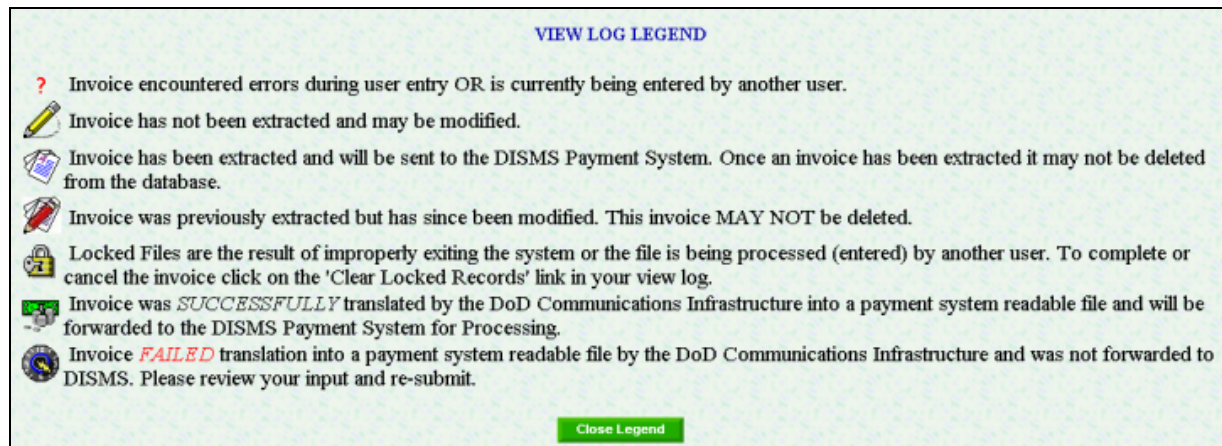


Figure 11b: DISMS View Log Legend

There are currently seven possible symbols that may appear in the Status Column. Each is described below.



The **Red ? Icon** indicates the invoice was not completed and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **DISMS Invoice Header Screen** and hit the **Continue** or **Update** Button and then lost Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning. In addition to the warning encountered upon WInS Login, an email with the same information is forwarded to the user. The user has two options: 1) delete the incomplete invoice by clicking on the trash receptacle option in the Delete Column, then re-enter the invoice completely, or 2) click on the “**Edit**” in the Edit Column for that invoice, complete the invoice and click on the **Submit Invoice** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



The **Pencil Icon** indicates a submission of the invoice to DFAS WInS. The invoice date entered on the header is displayed in the Date Transmitted Column of the data display. Until the invoice is extracted, the submitted invoice may be deleted (trash receptacle in Delete Column). Successfully submitted invoices may be edited at any time before it is extracted by clicking on the “**Edit**” in the Edit Column, updating the file and then re-submitting the modified invoice.



The **Three Papers Icon** indicates that the invoice that was previously submitted has been extracted and will be sent to the DISMS payment system



The **Paper and Pencil Icon** indicates that a previously submitted invoice has been edited and re-submitted to WInS. These invoices may not be deleted. The new submission date is posted to the Date Transmitted Column.



The **Lock Icon** indicates that another user may be entering data for this invoice, or a processing error has occurred. This invoice has NOT been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking the invoice number in the Invoice Number Column, then clicking on the **Clear locked records** message should push the locked invoice to DFAS WInS and change the **Lock Icon** to either a **Pencil Icon** indicating a successful submission or a **?** Icon, indicating an incomplete invoice. If this does not clear the **Lock Icon**, then delete the invoice (click on Waste receptacle Icon in the Delete Column), re-enter, and submit the invoice.



The **Money Icon** indicates that the invoice has been passed to the payment system for processing. (See VPIS for payment status)



The **Lightening Icon** indicates that the invoice was rejected before being entered into the DISMS payment system. To edit the rejected invoice, click on the “**Edit**” in the Edit Column for that invoice, update the incorrect information, and submit the invoice back to DFAS WInS.

Edit Column

Invoices with an “**Edit**” displayed in the Edit Column may be edited and re-submitted. Clicking on the “**Edit**” directs the user to the **DISMS View/Modify Invoice Header Screen**.

Invoice No. Column

Clicking on the **Invoice Number** for any row directs the user to the **DISMS Submitted Invoice Details Screen** which displays the invoice data entered by the user. This is your archive record and should be printed and retained with your billing records

Date Column

The invoice date displayed holds no special or dynamic meaning, it is simply the invoice date as displayed on the invoice’s header. If you change the invoice date the date in this column will change also.

Delete Column

Any invoice that has not been processed or has been processed and rejected can be deleted (**Pencil Icons, Red ? Icon, or Lightning Icon**) may be deleted.

The Help and Go Back Buttons

A green rectangular button with the word "Help" in white text.

The **Help** Button displays on-line help messages for DISMS Invoice Screens.

A green rectangular button with the text "Go Back" in white text.

The **Go Back** Button directs the user to the **DISMS Invoice Header Screen**.

12. DISMS SUBMITTED INVOICE REPORT SCREEN

The **DISMS Submitted Invoice Report Screen** displays header information for an invoice submitted to DFAS. The invoice may be printed for the vendor's archive record. (See the Note regarding printing instructions below.) Each invoice must be individually selected from the **DISMS Submitted Invoices List Screen** for archive printing.

Submission Date/Time Stamp: 2001/11/26 12:16:26 PM CST			
Company Info			
Company Name	DFAS Vendor	Poc Name	Karan Seyford
Phone Number	(703) 607-2776	Email	karan.seyford@dfas.mil
Header			
Contract No.		Invoice No.	KLOG001
Delivery Order / Call Number	0044	Invoice Date	2001/10/11
Purchase Request No.	R2182211695225	Cage Code	1E5G9
Prime Vendor	Yes	Transport Amount	\$0.00
Total Amount	\$725.00	Ship/Delivery Date	2001/11/26
Ship To Code	R21822		
Ship To Location	PAUL HAMILTON DDG 60		
Discount Percent Discount Days Discount Due Date			
Invoice Details			
CLIN	0001	Quantity	1
U/M Code	EA	Calculated Unit Price	\$125.00
National Stock Number	892001E113225	Price Extended Clin Amount	\$125.00
CLIN	0002	Quantity	2
U/M Code	CS	Calculated Unit Price	\$250.00
National Stock Number	892001E113225	Price Extended Clin Amount	\$500.00
CLIN	0003	Quantity	3
U/M Code	EA	Calculated Unit Price	\$33.33
National Stock Number	892001E113225	Price Extended Clin Amount	\$100.00
DISMS Calculated Total (Line Items + Transport) \$725.00			
Go Back		Print	

Figure 12: DISMS Submitted Invoice Report Screen

The Go Back Button

A green rectangular button with the text "Go Back" in white.

The **Go Back** Button directs the user to the **DISMS View Log**.

Note: To print a copy of the invoice, click **“File”** on the Internet browser menu bar and select **“Print.”** Select the **“File Menu,”** then the **“Print Sub-menu”**, then click **“OK”**.

13. DISMS VIEW/MODIFY INVOICE HEADER SCREEN

The **DISMS View/Modify Invoice Header Screen** is used to view or modify a previously submitted DISMS invoice.

DISMS

EDIT MODE

Invoice Header

*Payment Office : DSCP Subsistence DFAS-CO-LSCBB
DODAAC : S33150*

CONTRACT NO.* SP030000DZ123

DELIVERY ORDER/ CALL NUMBER 0044 INVOICE NO.* KLOG001

PURCHASE REQUEST NO.* R2182211695225 INVOICE DATE* 2001/12/05
(yyyy/mm/dd)

PRIME VENDOR* yes CAGE CODE* 1E5G9

TOTAL \$ *1 725.00 TRANSPORT \$ 0.00

(*1 Include Transport \$)

SHIP TO CODE* R21822 SHIP/DELIVERY DATE* 2001/11/26
(yyyy/mm/dd)

SHIP TO LOCATION* PAUL HAMILTON DDG 60

DISCOUNT PERCENT DISCOUNT DAYS CALCULATED DUE DATE

* Required field

Update Clear Help

Click [Here](#) to Cancel Modification of this Invoice

Figure 13: DISMS View/Modify An Invoice Header Screen – Prime Vendor Example

DISMS Invoice Header Field Definitions

See Table 6 for the data dictionary for each field on the **DISMS Invoice Header Screen**.

Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

The Update, Clear, and Help Buttons

Update	The Update button directs you to the DISMS Invoice Details Screen . Clicking the Update button eliminates the option of canceling the Edit.
Clear	The Clear button clears/deletes all existing entries on the screen.
Help	The Help button opens the online user help tool for the screen.

Click [here](#) to cancel the editing of this invoice returns the user to the **DISMS Submitted Invoice List Screen** with the invoice unchanged.